

FY 2012 Financial Management Key Milestones and Due Dates – FOURTH QUARTER

Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-01	6/30/12	Scheduled weekend system maintenance	COD	6/30/12	
4-02	7/01/12	Open Accounting period 10/12 (July)	Agencies	7/01/12	
4-03	7/10/12	Coordinating Committee Meeting	ACFO-FO/ Agencies	7/10/12	
4-04	7/14/12	Scheduled weekend system maintenance	COD	7/14/12	
4-05	7/28/12	Scheduled weekend system maintenance	COD	7/28/12	
4-06	7/31/12	Close accounting period 10/12 (July)	ACFO-FO / COD / Agencies	7/31/12	
4-07	8/01/12	Open accounting period 11/12 (August)	Agencies	8/01/12	
4-08	8/03/12	Provide draft of PAR (excluding financial statements and footnotes) to OIG	ACFO-PP	8/03/12	PBC #50
4-09	8/06/12	Import accounting period 10/2012 intradepartmental balances as of 7/31/2012 from FACTS I to ITRS	ACFO- FO/Agencies	8/06/12	
4-10	8/06/12	Run pre-annual close job and resolve all errors	Agencies / ACFO- FO / COD		
4-11	8/11/12	Scheduled weekend system maintenance	COD	8/11/12	
4-12	8/14/12	Coordinating Committee Meeting	ACFO-FO/ Agencies		
4-13	8/21/12	July 2012 financial dashboard due to Secretary	ACFO-FO		
4-14	8/23/12	FACTS I MAF window opens – agencies review, update and submit MAF to Treasury	Agencies/ACFO- FO / COD		
4-15	8/25/12	Scheduled weekend system maintenance	COD		
4-16	8/31/12	FMFIA/FFMIA annual assurance statements and remediation plans due to OCFO-FPP (PAD)	Agencies		
4-17	8/27/12	OIG to submit interim legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		
4-18	8/31/12	Close accounting period 11/12 (August)	ACFO-FO / COD Agencies		
4-19	8/31/12	Lead Summary of Suspense balances as of 7/31/12	ACFO-FO/ COD		PBC #55
4-20	8/31/12	Explanations/causes and actions planned for abnormal balances as of 7/31/12	Agencies		
4-21	9/01/12	Open accounting period 12/12 (September)	Agencies		
4-22	9/04/12	Run pre-annual close job and resolve all errors	Agencies / ACFO- FO / COD		
4-23	9/04/12	Import accounting period 11/2012 Intradepartmental balances as of 8/31/12 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-24	9/06/12	GFRS opens for closing package submission	ACFO-FO		

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4-25	9/08/12	Scheduled weekend system maintenance	COD		
4-26	9/10/12	Copies of agencies Submissions of FMFIA/FFMIA assurance statements, certifications or remediation plans for Agencies and Dept. and support for changes to last submissions for issues resolved, closed or deemed immaterial provided to OIG	ACFO-FP		PBC #56
4-27	9/11/12	Coordinating Committee Meeting	ACFO-FO/ Agencies		
4-28	9/12/12	Submit budget execution requests that require approval by OMB, including SF-132s, SF-1151s & warrant requests by this date to OBPA	Agencies		
4-29	9/14/12	Fiscal year 2011 financial statements and footnotes in 2012 format. These statements should be a complete financial statement package (lock down 11 numbers; finalize footnote verbiage, crosswalks and format of statements to the greatest extent possible). Include the footnote which reconciles 2011 SBR to President Budget.	ACFO-FO		PBC #57
4-30	9/14/12	4 th quarter accrual and estimates provided to agencies and OIG (FECA, OPM benefits, OPM imputed costs, Unfunded leave, HQ allocations, Greenbook, Working Capital Fund (WCF), Judgment Fund, Intra-departmental)	ACFO-FO / COD		PBC #58
4-31	9/14/12	FACTS I MAF window closes	ACFO-FO / COD & Agencies		
4-32	9/17/12	Submit completed FAM 2020-Checklist for Federal Reporting and Disclosures, Summary of Changes to ACFO-FO	Agencies		
4-33	9/21/12	August 2012 financial dashboard due to Secretary	ACFO-FO		
4-34	9/21/12	Provides update of legal representation letter as of 9/15 to OIG with copy to ACFO-FO	OGC		PBC #59
4-35	9/21/12	Record 4 th qtr. accruals and estimates	ACFO-FO / COD Agencies		
4-36	9/22/12	Scheduled weekend system maintenance	COD		
4-37	9/24/12	Import accounting period 12/2012 Intradepartmental balances as of 9/21/12 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-38	9/26/12	OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities sent to Agencies	ACFO-FO		
4-39	9/26/12	Submit budget execution requests, including new account symbols, warrants, & SF-1151 requests by this date to OBPA	Agencies		
4-40	9/26/12	Accelerate disbursements thru 9/30/12. This will be the last day for direct entry of payments.	Agencies		

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4-41	9/26/12	Summarize Legal letter response for USDA for items as of 9/15/12 into OMB table format and submit to OIG	ACFO-FO		PBC# 60
4-42	9/28/12	Run the requisition Reversal Job in final mode. IAS/FFIS interface closes at 7 p.m. (ET)	ACFO-FO / COD		
4-43	9/28/12	Draft FMFIA/FFMIA assurance statement and remediation plan due to OIG	ACFO-FPP (PAD)		PBC #61
4-44	9/28/12	Status Report on Audits with Material Weaknesses and Significant Deficiencies open/closed	ACFO-FPP		PBC#64
4-45	9/28/12	Lead Summary of Suspense balances as of 8/31/12	ACFO-FO / COD		PBC #62
4-46	9/28/12	Submit Agency and USDA Consolidated FAM 2020-Checklist for Federal Reporting and Disclosures, Summary of Changes to OIG	ACFO-FO		PBC #65
4-47	9/28/12	Window opens for FACTS I ATB submission	Agencies		
4-48	9/30/12	Run pre-annual close job and resolve all errors	Agencies / ACFO-FO / COD		
4-49	9/30/12	Expired accounts moved to cancelled	ACFO-FO / COD		
4-50	9/30/12	Close accounting period 12/12 (September)	ACFO-FO / COD Agencies		PBC #63
4-51	10/01/12	Explanations/causes and actions planned for abnormal balances as of 8/31/12	Agencies		
4-52	10/04/12	Import accounting period 13/2012 Intradepartmental balances as of 9/30/12 from FACTS I file to ITRS	ACFO-FO /Agencies		
4-53	10/05/12	Final listing of all warrants processed during FY 2012	OBPA		PBC #66
4-54	10/05/12 2 p.m. EST	FACTS II 4 th quarter window opens	Treasury		
4-55	10/06/12	Scheduled weekend system maintenance	COD		
4-56	10/07/12	Sept 2012 GWA Account Statement	Treasury		
4-57	10/08/12	4 th quarter FMMI data extracts as of 9/30/12, for all nonstandalone agencies as well as RD and NRCS, with appropriate reconciliations	ACFO-FO ACFO-FS		PBC #67
4-58	10/09/12	Intragovernmental Fiduciary Confirmation System (IFCS) reporting window opens for update	Agencies		
4-59	10/09/12	Close ITRS period 13/2012 for yearend reporting	ACFO-FO		
4-60	10/09/12	Last day of Period 13 adjustments	Agencies		
4-61	10/09/12	Adjustments, excluding cash, processed into FFIS	ACFO-FO / COD		
4-62	10/09/12	Pre-annual close job run with no errors	ACFO-FO / COD		
4-63	10/09/12	Coordinating Committee Meeting	ACFO-FO/ Agencies		

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Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-64	10/12/12	Provide Period 12 Account Variance Analysis for changes greater than or equal to \$25 million and greater than or equal to 10% to OIG and ACFO-FO.	Agencies		PBC #69
4-65	10/12/12	Lead Summary of Suspense balances as of 9/30/12	ACFO-FO / COD		PBC #68
4-66	10/12/12	Draft PAR section on internal controls * Only if there are changes from PBC# 61	ACFO-FPP		PBC #71
4-67	10/15/12	Record cash adjustments	Agencies		
4-68	10/15/12	FACTS II Accounts and balances verified by agencies	Agencies/COD		
4-69	10/15/12	Accounting period 13/12 closes	ACFO-FO / COD		PBC #70
4-70	10/15/12	Agencies verify accuracy of the 4 th quarter FACTS I file and submit financial statement comparison between FACTS I ATB and reporting center financial statements	Agencies		
4-71	10/15/12	Agencies enter 4 th quarter non-FFIS/FMMI data in FSDW including Statement of financing	ACFO-FO / COD/Agencies		
4-72	10/16/12	TROR window opens at Treasury	Treasury		
4-73	10/17/12	Period 13 financial statement available for agency and OIG review in FSDW Reporting Center	ACFO-FO / COD		PBC #72
4-74	10/17/12	Intragovernmental 4 th quarter agency ATB data file due to Treasury and OIG.	ACFO-FO		PBC #73
4-75	10/18/12	ACFO-FO provides Management's Explanation of Significant Variances template to agencies	ACFO-FO		
4-76	10/19/12	FACTS II 4 th Quarter submissions to Treasury certified	Agencies/ ACFO-FO / COD		
4-77	10/ 19/12 5 p.m. EST	FACTS II 4th quarter window closes	ACFO-FO / COD		
4-78	10/19/12	Standalone year-end comparative unaudited financial statements and notes provided to OIG and ACFO-FO	RD, RMA, CCC, FS, FNS & NRCS		PBC #75
4-79	10/19/12	Narrative PAR (sections other than f/s)	ACFO-FPP		PBC #74
4-80	10/19/12	Log and support for CSXE adjustments	ACFO-FO		PBC #76
4-81	10/19/12	Supporting documentation for statistically selected transactions as of 9/30	Agencies		PBC #79
4-82	10/21/12	Financial Statement Line Item Variance explanations as of Period 13 to OCFO	Agencies		
4-83	10/21/12	Financial Statement Line Item Variance explanations as of Period 13 to OIG	ACFO-FO		PBC #77
4-84	10/21/12	Year end notes and RSI, due to ACFO-FO	ACFO-FO / COD/Agencies		

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Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-85	10/21/12	Explanations for material differences to ACFO-FO	Agencies		
4-86	10/22/12	IFCS closes for the fourth-quarter	ACFO-FO / COD		
4-87	10/22/12	September 2012 financial dashboard due to Secretary	ACFO-FO		
4-88	10/22/12	Confirmation of Judgment Fund, No-FEAR, and Contract Disputes balances as of 9/30/12 to Treasury	ACFO-FO		
4-89	No later than 7 calendar days after receiving sample	Support for sample of period 11-13 adjustments (sample to go out no later than 2 calendar days after period 13 closes)	Agencies		PBC #78
4-90	10/26/12	Summary of CPAIS and PROP suspense balances as of 9/30	ACFO-FO/COD		PBC #84
4-91	10/26/12	Summary spreadsheet showing status of personal property reconciliations as of 9/30/12 and electronic files of all completed PROP reconciliations for non-standalone agencies provided to OIG	ACFO-FO / COD		PBC #83
4-92	10/26/12	CPAIS reconciliations as of 9/30 for non-standalone agencies	ACFO-FO / COD		PBC #82
4-93	10/26/12	Provide final audit adjustments for standalone financial statements agencies	OIG and contract auditors		PBC #80
4-94	10/26/12	Explanations/causes and actions planned for abnormal balances as of 9/30/12 (as of period 13)	Agencies		PBC #85
4-95	10/27/12	Provide unaudited final draft of Performance and Accountability Report (PAR) including consolidated financial statements & notes to OIG, with appropriate support, including: a. eliminating entries, b. support for accruals and estimates c. USDA crosswalks, d. log of CSXE adjustments, e. list of any exclusions between FFIS general and the financial statements generated per the Reporting Center, f. templates, g. list of Treasury Symbols for earmarked funds, and h. final statement of Net Cost goal percentages	ACFO-FO/PAD		PBC #81
4-96	10/31/12	Subcabinet and Mission areas provide management representation letter for PAR including year-end statements with CFO certification to OCFO	Agencies		
4-97	10/31/12	4 th quarter SBR vs. SF-133 Reconciliation	Agencies		
4-98	10/31/12	Agency 4 th quarter certification of unliquidated obligations due to OCFO	Agencies		
4-99	11/01/12	Standalone agencies provide final (publishable) audited financial statements & notes to OIG & ACFO-FO	CCC, RD, FCIC, FS, FNS & NRCS		PBC #86
4-100	11/01/12 10 a.m. EST	FACTS II revision window opens	Treasury		
4-101	11/02/12	Provide advance copy of unaudited PAR to OMB for comment	ACFO-FO/PAD		
4-102	11/02/12	OIG provides final audit adjustments for consolidated financial statements	OIG		PBC #88

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Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-103	11/03/12	Agency enters audit adjustments in Period 14 and closes Period 14	ACFO-FO / COD Agencies		PBC #87
4-104	11/03/12	Revised year end notes and RSI due to ACFO-FO	ACFO-FO / COD/Agencies		
4-105	11/05/12	Provide final legal representation letter as of November 2 to OIG with copy to ACFO-FO	OGC		PBC #89
4-106	11/05/12	Agencies verify accuracy of the 4 th quarter FACTS I file and submit financial statement comparison between FACTS I ATB and reporting center financial statements	Agencies		
4-107	11/05/12	Summarize final Legal letter responses into OMB format and submit to OIG along with support for recording contingent liabilities	ACFO-FO		PBC #90
4-108	11/05/12	Agency TROR Certification/Verification due to ACFO-FPP	Agencies		
4-109	11/05/12	Accelerated TROR window closing	ACFO-FPP		
4-110	11/05/12	Provide SBR Reconciliation (as of 9/30) of lines 9 (Unobligated Balances) and 10 (Unobligated Balance Not Available) including Report Row, Treasury Symbol, GL Account, No Year Indicator, Fund, and Amount to OIG	ACFO-FO		PBC #91
4-111	11/05/12	Provide final PAR including adjusted comparative consolidated financial statements and notes to OIG	ACFO-FO ACFO-PAD		PBC #92
4-112	11/07/12	Provide copy of draft financial statements and notes to GAO	ACFO-FO		
4-113	11/09/12	OIG issues final audited standalone financial statements reports	OIG		PBC #93
4-114	11/09/12	Draft Agency Closing Package submission due in GFRS	ACFO-FO		PBC #94
4-115	11/09/12	All Accounting Periods through 16 close and begin to run year end close – Period 17	ACFO-FO / COD		PBC #95
4-116	11/13/12	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-117	11/13/12	Provide OIG with Management Representation Letter for final review before CFO and Secretary signature	ACFO-FO		
4-118	11/13/12	Final Agency Closing Package submission due in GFRS (including audit adjustments)	ACFO-FO		PBC #99
4-119	11/13/12 2 p.m. EST	FACTS II revision window closes	Treasury		
4-120	11/14/12	OIG provides draft consolidated audit report to OCFO	OIG		PBC #96
4-121	11/14/12	Combined Management Representation Letter for general- and special purpose statements signed by CFO and Secretary provided to OIG	ACFO-FO		PBC #97

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Item No.	Required Completion Date	Task Description	Responsible Area P & A	Actual Completion Date	Comments
4-122	11/14/12	Exit conference held to discuss audit findings for CFS	OIG/OCFO		PBC #98
4-123	11/14/12	CFO approves fiscal year end closing package	OCFO		PBC #103
4-124	11/15/12	OIG issues final audited consolidated financial statements report	OIG		PBC #100
4-125	11/15/12	Provide opinion on fiscal yearend closing package (input into GFRS)	OIG		PBC #104
4-126	11/15/12	Consolidated 4 th quarter SBR vs. SF 133 reconciliation	ACFO-FO		
4-127	11/15/12	Final audited consolidated financial statements, standalone financial statements, and copies of the management representation letter submitted to OMB, Main Treasury & GAO	ACFO-FO ACFO-FPP		PBC #101
4-128	11/15/12	Performance and Accountability Report released to the President, OMB Director, and Congress, Main Treasury, FMS & GAO	OCFO		PBC #102
4-129	11/16/12	TROR for 4 th quarter closes	FMS		
4-130	11/19/12	ACFO-FO generates IRAS reports for 4th quarter Intragovernmental Activity Reports using Discoverer application in GFRS.	ACFO-FO		
4-131	11/21/12	CFO Representation for Federal Intragovernmental Activity and Balances and Closing Package Material Difference Report	ACFO-FO		
4-132	11/26/12	ACFO-FO will generate the Intragovernmental Comparative closing package explanations of differences report.	ACFO-FO		
4-133	11/30/12	FACTS I ATB submission to Treasury	Agencies		
4-134	12/03/12	Submit final Legal Representation Letter and Management Schedule to DOJ, FMS & GAO	OIG		PBC #106
4-135	12/03/12	Submit legal letter update email to FMS on subsequent changes through November30	OIG		PBC #106
4-136	12/03/12	Updated legal as of 11/30	OGC		PBC #105
4-137	12/07/12	Email on subsequent changes to rep letters and f/s(general and special purpose) thru 12/8 submitted to OMB,GAO, Treasury and OIG	ACFO-FO		PBC #107
4-138	12/11/12	Coordinating Committee Meeting	ACFO-FO/Agencies		
4-139	12/17/12	Completed OMB A-11 Exhibit 52 Report on Resources for Financial Management Activities returned to ACFO-FO	Agencies		
4-140	12/17/12	Final Report of the U.S. Government published	Treasury		